

**MINUTES OF THE  
PROFICIENCY TESTING COMMITTEE MEETING  
OCTOBER 1, 2002**

The Proficiency Testing Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, October 1, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chair RaeAnn Haynes of the State of Oregon DEQ led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B and the List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the meeting agenda.*

**INTRODUCTION**

Ms. Haynes called the meeting to order and took attendance.

**MINUTES AND ACTION ITEM REVIEW**

Minutes from the September 17, 2002, teleconference were reviewed and several suggestions were made to increase the details of some items. These will be incorporated by the chairman and redistributed for review. The scribes for the minutes are limited and will join the teleconference for the October 15<sup>th</sup> and October 29<sup>th</sup> meetings only. The Committee Chair will act as scribe for this teleconference.

**ACTION ITEMS**

Anand Mudambi set a time of 11:00am EST on Friday, October 4th to draft the language for changes found in appendix D and other language in the chapter as requested by Mike Miller and Carl Kirscher at the annual meeting in July. Mike Miller will join the phone call as well.

Ralph Obernauf will set the PT Provider Subcommittee teleconference time and report back the group with the results of that conversation.

**UNIFORM ELECTRONIC REPORTING FORMAT**

Mr. Mudambi is working on the uniform electronic format for proficiency test results. Mr. Mudambi is working out the details of the minimum data elements for the database. Mr. Miller was curious about the use of the Technology Codes as well as the Method and Analyte Codes. Mr. Mudambi will review the use of those codes within the electronic format and report back to the Committee.

**STATUS OF ONGOING PT PROVIDER MONITORING CRITERIA SUBCOMMITTEE**

Ralph Obenauf was absent at today's teleconference and will give a report on the Ongoing PT Provider Monitoring Criteria Subcommittee at the next teleconference.

### WET SUBCOMMITTEE STATUS

Jim Pletl gave a report concerning the WET Subcommittee. The Committee spent some discussion about the value of adding the sample preparation methods to the PT list but indicated that neither on-site nor PT Committees are ready to include them in the current program. Currently the Committee primarily through the FOT Sub-Committee is gathering data on the sample preparation methods as well as the analytical methods. As the standards move to the newer standards, all the efforts will be on Matrix/Technology(Method)/Analyte and we will begin to be able to track the effects of both analytical and preparation methods. Mr. Pletl indicated that there are also sample preparation issues in the WET methods and they cannot be covered under the current program. He plans to procedure with the WET FOT's but will also recommend tracking preparation methods.

### INELA STATUS

Tom McAnich reported on the progress of the non-profit organization, INELA. They currently have about 90 members from the general NELAC membership and the Committees. INELA would like Committees to move over to INELA intact and before the NELAC interim meeting, so that work can begin concurrent with the NELAC Committees. INELA recognizes that the work load should be keep to a minimum but that the transition would be facilitated if working committees are in place before the NELAC Committees end their tenure. Six of the current PT Committee members indicated that they have joined or plan to join before November.

### FUTURE TELECONFERENCES

The next teleconference will be Tuesday, October 15, 2002, at 1:00 p.m. EDT.

### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**AGENDA**  
**PROFICIENCY TESTING COMMITTEE MEETING**  
**SEPTEMBER 17, 2002**

1. Minutes and status of action items from the September 3<sup>rd</sup> Conference
2. Changes to Appendix D
3. FOT Acceptance criteria subcommittee status (RaeAnn)
4. Uniform electronic reporting format (Anand)
5. Ongoing PT provider monitoring criteria subcommittee status (Ralph)
6. WET subcommittee status (Jim)
7. Comments/questions received
8. EPA/NIST items
9. Membership and Outreach Committee update
10. Other items or issues

**ATTACHMENT B**

**ACTION ITEMS  
PROFICIENCY TESTING COMMITTEE MEETING  
SEPTEMBER 17, 2002**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	9/17/02	Ms. Haynes will inform Ms. Hankins that the Committee will be presenting a straw poll at NELAC 7i concerning oversite criteria with PTOB/PTPA's and various other concerns with the appendices from Chapter 2.	9/24/02
2.	9/17/02	Mr. Mudambi will work on putting together the straw poll for the Conference.	10/1/02
3.	8/20/02	Mr. Mudambi will finalize the uniform electronic format once he receives feedback from various states.	ASAP
4.	7/10/02	The Committee will work with the EPA to revise the Criteria Document.	Ongoing
5.	7/10/02	Find a mechanism to develop a proficiency testing database for monitoring proficiency test study data.	Ongoing
6.	7/10/02	Produce standardized analyte and technology codes.	Ongoing
7.	7/10/02	Preparation methods are working to create a basic structure of acceptance criteria for everyone to follow.	OPEN

**LIST OF PARTICIPANTS  
PROFICIENCY TESTING COMMITTEE MEETING  
SEPTEMBER 17, 2002**

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